



**U.S. ARMY CONTRACTING AGENCY**



Headquarters, Northern Region  
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**SFCA-NR**

**9 February 2007**

**Northern Region Contracting Policy Letter 2-1 (NR CPL 2-1)**

**SUBJECT:** Proper Marking of Acquisition Plans (APs) and Acquisition Services Strategy Plans (ASSPs)

**Applicability.** This policy letter supersedes NR Acquisition Bulletin No. 04-02 dated 13 July 2004 in its entirety. This policy letter applies to all contracting activities of the Army Contracting Agency Northern Region. It also applies to contracting activities that are under the operational control of the ACA NR Headquarters.

1. **Purpose.** To provide clarification on the proper marking of APs and ASSPs.

2. **References.**

a. FAR 2.101(b).

b. FAR 3.104-4.

3. **Definitions.** Source Selection Information is "...any of the following information<sup>1</sup> that is prepared for use by an agency for the purpose of evaluating a bid or proposal to enter into an agency procurement contracts, if that information has not been previously made available to the public or disclosed publicly"

4. **Policy.**

a. Reference b. states "Individuals responsible for preparing materials that may be source selection information as described at paragraph 10 of the "source selection information" definition in 2.101 must mark the cover page and each page that the individuals believes contains source selection information with the legend "**Source Selection Information – See FAR 2.101 and 3.104.**"

b. Pursuant to Reference a, an AP or an ASSP for any individual procurement action is included in the definition of "source selection information." Reviews of APs and ASSPs submitted to this office reveal there are inconsistencies in the markings of APs and ASSPs. In some cases, they are inappropriately marked as "For Official Use Only" while others are not marked at all. These plans should be treated as source

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<sup>1</sup> The phrase "following information" refers to the ten items listed below the definition of "Source Selection Information" in FAR 2.101. Refer to the FAR for these ten items.

selection information and marked accordingly. Therefore, to insure consistency in the manner in which they are marked, each plan shall be marked with the phrase ***“Source Selection Information—See FAR 2.101 and 3.104”***. This phrase must appear on the cover page and at the top and bottom of each page of the plan.

- c. This NR CPL will be reviewed at least annually for changes and updates.

**Responsibilities.**

- a. **Contracting Officer.** Mark APs and ASSPs in accordance with the foregoing.
- b. **Chief of the Contracting Office.** Insure compliance with this policy.

**Proponent.**

- a. The primary proponent for this contracting policy letter is Mr. Ed Cooke, Procurement Analyst at (757) (788-4180).
- b. The point of contact for coordinating revisions or updating this contracting policy letter is Ms. Mary Paige, Procurement Analyst at (757) (788-3508).

  
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